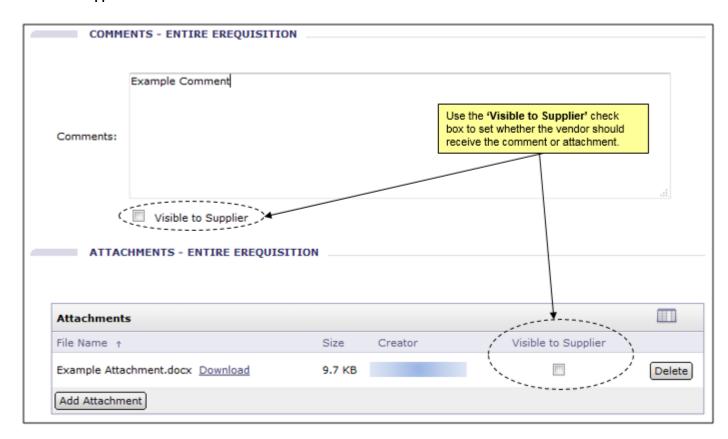


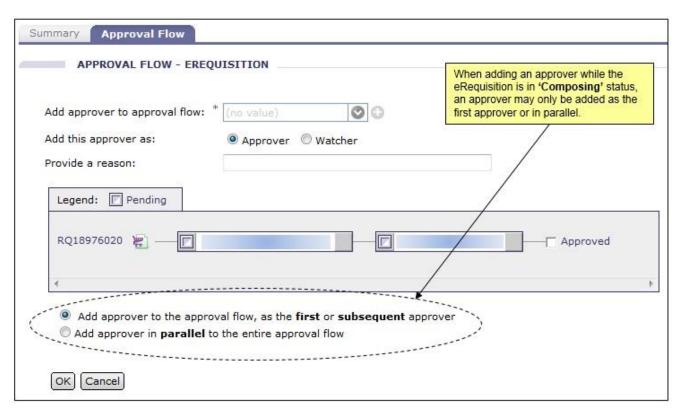
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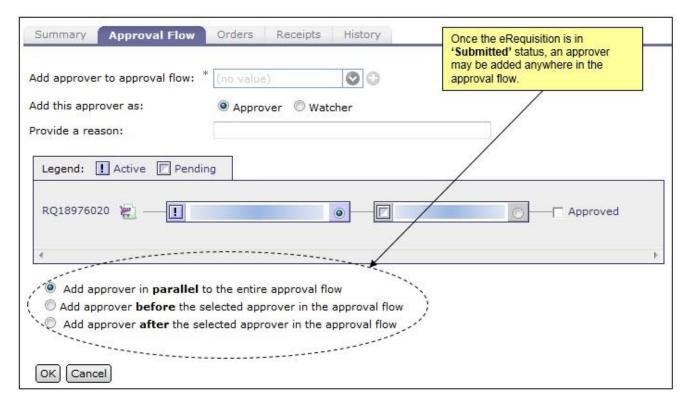
Making Comments & Attachments Visible to Vendors When adding a comment or attachment to an eRequisition, it is important to select whether or not the vendor should receive it with the purchase order. Please note the **'Visible to Supplier'** box should be checked to send the comment or attachment to the vendor. If a vendor should not see the comment or attachment, please verify the **'Visible to Supplier'** box remains unchecked.



Tips & Tricks: Adding Approvers When manually adding an approver to an eRequisition, the options available are different based on whether an eRequisition is in **'Composing'** status or **'Submitted'** status. While it is still in **'Composing'** status, the original preparer will only have the ability to add an approver in parallel or as the first approver in the approval flow.



However, once the eRequisition is in **'Submitted'** status, approvers will be able to choose whether to manually add an approver in parallel or in series to – before or after – the system-generated approvers.



For further information on approval flows, please view the 'Approval Flows' job aid and the 'Approving' Web-Based Training Course on the User Training page of the NC E-Procurement web site.

Looking for more NC E-Procurement Tips and Tricks? All tips covered in this and previous issues of <u>The Source</u> may be found on the <u>System Tips</u> page of the NC E-Procurement web site!

Follow-Up

This newsletter was sent to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Newsletter? Send an e-mail to: ephelpdesk@its.nc.gov